



CITYWIDE JOB VACANCY NOTICE

The New York City Administration for Children's Services protects New York City's children from abuse and neglect. Along with our community partners, Children's Services provides neighborhood-based services to help ensure children grow up in safe, permanent homes with strong families.

CIVIL SERVICE TITLE: Administrative Staff Analyst
TITLE CODE NO: 10026

LEVEL: M2
SALARY RANGE: \$54,740 - \$146,276
NON-CITY MINIMUM: \$54,740
CITY MINIMUM*: \$59,032

FUNCTIONAL TITLE: PMO Director

NUMBER OF POSITIONS: 1

DIVISION/WORK UNIT: Administration/MIS
WORK LOCATION: 150 William Street, Manhattan

* Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate.

JOB DESCRIPTION:

Reporting directly to the Assistant Commissioner of MIS, with a broad scope for the exercise of independent initiative and judgment within various areas of MIS, the PMO Director will coordinate all activities of a team of Project Managers; will oversee the development of project plans, status reporting, change and risk management, as well as the stability of project and ensure timely delivery, within budget and allotted time frames. The PMO Director will participate in the establishment and implementation of project management processes and methodologies for software development and enhancements. PMO Director will ensure adherence to high quality standards and meet divisional expectations; will maintain active and open communications with Client Relationship Managers and various internal/ external organizations. The PMO Director will also coordinate with the Director of Systems Development to ensure the right resources are assigned and monitor resource allocation. The PMO Director is accountable for the reporting and measurement of program and project management results. The PMO Director coordinates the selection of project management tools and related technology.

Specific duties will include:

- Provide work direction and leadership to assigned project managers, including scheduling, assignment of work and review of individual project efforts.
- Oversee the integration of development of best practices, project standards, procedures and quality objectives across multiple projects/divisions and programs utilizing established project standards, procedures and quality objectives.
- Monitor milestones, ensures that project goals are accomplished and in line with time frames, budget and goals.
- Track status of all MIS requests from operational divisions by utilizing MIS standard project management systems to indicate such things as project status, timeline, resource assignments, risks, etc.
- Collaborate with other areas within MIS to ensure timely and quality deliverables and support is provided to operational divisions.
- Work with CRM and other MIS managers, Programmers, Business Analysts, Production Support (testing, documentation, training, application support and quality assurance) and MIS Budget and Procurement groups, as well as with those of the network services areas, including DBAs, Server Management, Infrastructure and Security, Help Desk, Desktop Support, Asset Management, and Telecomm.
- Assist with and/or conduct business analysis when necessary.
- Provide teams with constructive feedback as it pertains to project and overall outcome performance, and integrates areas of improvement into the systems development life cycle and project management processes.
- Establish measurable individual and team objectives that are aligned with business and organizational goals. Documents and presents performance assessments. Implements organizational practices for staffing, EEO, diversity, performance management, development, recognition, and retention.
- Identify the roles, skills and knowledge required for the team. Ensures staff has the resources and skills needed to support all work initiatives.
- Identify educational and training opportunities for staff.
- Work with the programming team to troubleshoot and resolve application problems for the users.
- Facilitate the writing of CPs (Certificate to Proceed) and other budget and procurement documents in conjunction with our MIS Budget/Procurement Office.
- Participate in and facilitate meetings as necessary.
- Collaborate with and manage consultants as necessary for systems requirements and development work.
- Develop and maintain a productive working relationship with program sponsors, vendors and key clients and evaluates client satisfaction levels.

PREFERRED QUALIFICATIONS:

The preferred candidate will possess a minimum of 5-7 years of experience in Systems Development project management and at least 2-3 years of experience managing Project Managers. Prefer candidates who have implemented and run a Project Management Office for 2-3 years. Detailed knowledge of the SDLC process as well as various project management methodologies is preferable. Prior experience in business process redesign; a strong comfort level and experience with developing and supporting VB/Microsoft Access as well as Java and Oracle systems; PMP Certification, excellent analytical writing skills; strong interpersonal communication skills; Working knowledge of human services in New York City and the Federal and State claiming processes associated with Detention, Child Care/Head Start, Child Welfare; foster care and preventive service.

QUALIFICATION SKILLS:

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

ADDITIONAL REQUIREMENTS:

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

New York City residency required within 90 days of appointment.

To apply for this assignment, please submit your cover letter/resume electronically using one of the following methods:

ADMINISTRATION FOR CHILDREN'S SERVICES EMPLOYEES: Visit the ACS **Intranet** and select the '**Jobs**' icon.

ALL OTHER APPLICANTS: Visit the www.nyc.gov/acs internet page and select the '**Work at ACS**' link.

Your resume may be considered for additional assignments for which you are qualified. Only applicants scheduled for interviews will be contacted.

Submission of application is not a guarantee that you will receive an interview.

POST DATE: 10 / 12 / 12

POST UNTIL: 10 / 26 / 12

JVN: 067-13-10945C

Note: All resumes must be received no later than the last day of the posting period.

Michael R. Bloomberg
Mayor

Ronald E. Richter
Commissioner

The City of New York and the Administration for Children's Services are Equal Opportunity Employers **Committed to Diversity**